



HRSC-SW BULLETIN

SUBJECT: LEAVE AND EARNINGS STATEMENT CHANGES

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Date Issued: JULY 3, 2001

INTENDED AUDIENCE:

HRSC SERVICED EMPLOYEES

Recent changes to the Thrift Savings Plan (TSP) record keeping affects what is reflected on your Leave and Earnings Statement (LES). In the past, Block 22 of your LES showed the amount of your contribution and the Fund allocations. Now, Block 22 only displays your contribution. Your LES will continue to reflect the actual amount of TSP deductions currently withheld and the accumulated amount under the year to date column. However, this amount will change beginning of each tax year.

To find out your total TSP contributions and earnings, please visit the TSP web site at www.tsp.gov or call the Thrift Line at (504) 255-8777. The web site enables you to do the following:

- Review the account balance as of the end of the previous month
- Request, change, or cancel the allocation of future contributions
- Request, change, or cancel an interfund transfer
- Review the loan amount available to and the current loan interest rate
- Review the status of a loan application
- Review the status of a withdrawal payment; and
- Replace or customize the four-digit TSP Personal Identification Number (PIN)

You must have a PIN to access to your account. If you do not have your PIN or forgot your PIN, you can request it at that time. It takes two weeks to get a new PIN. This will be mailed to the address TSP has on file for you.

The TSP Open Season ends July 31, 2001. Your election to participate or change the amount of your contributions (maximum 11% for FERS employees, maximum 6% for CSRS employees) must be made by using a TSP-1 form. TSP-1 forms must be sent to the HRSC-SW Benefits Division, Attn: Code 43, 525 B Street, San Diego, CA 92101-4418. They must be received or postmarked by July 31, 2001.

To allocate your contributions to five (5) different funds, you must complete the TSP-50 form and mail it directly to the TSP Service Office, National Finance Center, P.O. Box 60012, New Orleans, LA 70160-0012. Funds allocations may be made at any time, and are not limited to "Open Season."

TSP-1 and TSP-50 forms may be obtained at your local Human Resources Office (HRO).

If you need additional information concerning this bulletin, please direct your questions to the Benefits Office at 1-800-831-0622 extension 5554 or commercial (619) 615-5554 or DSN 245-5554. You can also e-mail us with your questions at Benefits@sw.hroc.navy.mil.

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